

Human Resource Consultant Assistant 2

\$2,724 - \$3,549 Monthly (Range 41) Plus Great Benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual for a Human Resource Consultant Assistant 2 position, located at the Monroe Correctional Complex (MCC), in Monroe WA.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

Agency Mission:

"To improve Public Safety"

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov

Please note: In order to be considered for this position, you must complete the entire Application Wizard.

Duties

This position supports the mission of the organization by performing a variety of paraprofessional or technical duties in one or more human resource areas as HR support to management, staff and the public. This position requires the ability to work independently applying specialized knowledge while using independent judgment in resolving technical and paraprofessional problems and interpreting and applying established HR rules, Collective Bargaining Agreement (CBA), policies, regulations or procedures.

Qualifications

Desirable Qualifications

Associate degree or certificate in administration, business, human resources, or related field and senior level office support or administrative experience OR comparable education and/or experience

Experience using Human Resources Management System and E-Recruiting a plus.

Special Notes

Essential Functions & Working Conditions Include but are not limited to:

Maintain regular and reliable attendance of forty hours per week.

Must be able to multi task and follow through on assignments in a timely manner

Open to change and new ideas and adapts readily to new situations

Occasional overnight travel is required.

Provide training to large groups of new employees.

Work closely with detailed information for extended periods of time.

Assemble, package, lift boxes and/or files for archiving and/or transporting that may weigh up to forty pounds.

Maintain positive and professional working relationships.

Develop and maintain effective working relationships with diverse customers.

For further information about managing your application and profile, please refer to "Manager Your Job Applications and Profile" link located under the "Detailed Instructions" heading within www.careers.wa.gov.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

The pre-employment process will include drug screening.

This is a non-represented position.

Application Process:

In order to be considered for this position, you must complete the entire Application wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>

CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please email ymgreen@doc1.wa.gov.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please email ymgreen@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter ***20596*** and click on Start Search.
5. Click on the link under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.